



## ***COMMONWEALTH of VIRGINIA***

Date: November 18, 2002

To: Agency Heads involved in the IT Due Diligence Project

From: The Honorable Eugene Huang - Deputy Secretary of Technology

RE: Update on the Strategic Plan for Technology: Town Hall Meetings

In my October 30, 2002 memorandum to you, I indicated that Secretary Newstrom would like to host town hall meetings for you and your information technology employees. These meetings have now been scheduled for each Secretariat and we are ready to work with you and your designated representatives in scheduling your staff for one of the sessions.

These town hall meetings are intended to be an information session, providing an opportunity for Secretary Newstrom to receive input from information technology employees across the state about the information technology component of the Governor's Strategic Plan for Technology. Additionally, these meetings will feature a question and answer session for you and your information technology employees. We are asking the IT Communication Coordinator in each Secretariat to contact your office to discuss the date, time and location scheduled for your agency. They will also be providing guidance on how to submit questions in advance of the session, request your input in designating someone to introduce Secretary Newstrom at each session, and answer any other questions you or your staff may have.

The Strategic Plan web site (<http://www.techplan.state.va.us>) will contain information about the scheduled town hall meetings, which are scheduled between December 4 and December 12. We will also be updating "frequently asked questions" following each session. Questions that employees would like to have addressed at the town hall meetings can be submitted in advance through the site's email ([info@techplan.state.va.us](mailto:info@techplan.state.va.us))

Your participation and support in the upcoming meetings is appreciated and is vital to the success of the Strategic Plan for Information Technology.

If you have any additional questions regarding the Strategic Plan for Technology or the upcoming town hall meetings, please do not hesitate to call or email my office.

cc: The Honorable William H. Leighty, Chief of Staff  
Cabinet Secretaries